



FULL-TIME/PART-TIME/FULL-TIME EQUIVALENT DEFINITIONS

Division: Academic Affairs

Policy Statement

The College shall follow the policies of federal agencies and the Ohio Department of Higher Education (ODHE) in computing Full-Time (FT), Part-Time (PT) and Full Time Equivalent (FTE) students.

Policy Details

While students must enroll in a minimum of 12 credit hours per academic term in order to achieve full-time status, most degree-seeking students should consider enrolling in a minimum of 15 credit hours per academic term in order to remain on track to graduate within two (2) academic years.*

*Degree programs at Terra State Community College require 60-65 credit hours for completion- please consult with an academic advisor for further details at advising@terra.edu

Procedures

NA

Resources

Please see Integrated Postsecondary Education Data System (IPEDS) 2022-2023 Data Collection System Glossary for definition details

Documentation

NA

Definitions

Term Definition

<i>FTE</i>	Full Time Equivalency- A calculation that translates student credit hours into an equivalent number of full-time, full-year students- typically based on 30 annual credit hours.
<i>Full-Time</i>	12 or more credit hours in one semester
<i>Part-Time</i>	Less than 12 credit hours in one semester

Approval History

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
3/24/2023	Entire Document	Origination	CASA
3/24/2023	Entire Document	Review (OBR changed to ODHE) Approved by CASA with edits	William Taylor, CASA Co-Chair

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 3/24/2023

Next Review Date: 3/20/2028

Last Update: 5/15/2023 11:59 AM

Page 1 of 1